

## Privacy

This information is to help you understand privacy



**PRIVACY** is your right to control what happens with your personal information.

Personal information could be your **name**, where you **live**, when you were **born**, information about your **health**, or information about what **services you are getting**.



There are laws to protect your personal information.

Any information we know about you will be private. This means we will not tell people about it unless we have to.

If we feel that you are unsafe, then we may have to tell someone and share your personal information.



Your personal information will help us to give you services. This is important so that you are happy and we can help you.



If we keep any information about you on paper, this is locked away in a cupboard.

We keep information safe on computers that have password protection.



All staff must agree to keep your information safe and not tell anyone. This is called a Confidentiality Agreement.

We only tell people your information if the law says that they can know.

We will also ask you to give consent about your information and if you are okay with us sharing it with other services.



You have the right to access your personal information. You can see your information by asking a staff member to help you.